



School Finance Memorandum 18-027
State of Arizona
Department of Education

TO: Superintendents, District Business Managers, Charter Business Managers,
Charter Holders, and Administrators

FROM: Lyle Friesen, Deputy Associate Superintendent of School Finance

DATE: November 30, 2017

SUBJECT: School Finance Updates

Important Reminder: Reconcile ADE AzEDS Data to your SIS Data

Remember to reconcile the data that is in your student information system (SIS) with the data in AzEDS. Funding for future payments will be determined by the data that is in AzEDS, not your SIS. If there is a discrepancy in the data, the data in AzEDS will still be used as the basis for future payments. Data should be reconciled monthly, at a minimum. **Note:** The most critical time to verify data reconciliation is prior to the data capture deadline. Visit <http://www.azed.gov/finance/2017/06/29/fy-2018-monthly-payment-and-azeds-processing-schedules/> for monthly schedules.

Here are a few reports to review on a regular basis:

- AzEDS Data Verification Reports (STUD10, STUD15)
- Student Integrity Status Report (INTEG15)
- Post ACE Reports (ADM15)

These reports can all be found within your AzEDS portal via <http://www.azed.gov/ADEConnect/>

If you need assistance with reconciling your AzEDS reports, email the SFAlystTeam@azed.gov.

Please visit our website for additional resources and trainings:

- Wednesday Workshops: <http://www.azed.gov/finance/wednesday-workshops/>
- School Finance Fridays: <http://www.azed.gov/finance/school-finance-fridays/>

Reminder: Guidelines for Requesting a 15-915

If your district is planning to request a Prior Year Correction to State Aid or Budget Capacity (ARS§15-915), be aware that the guidelines have been updated since 08/20/2015. Prior to submitting your request, please review the guidelines to ensure that your request is complete. Beginning FY2018, we will only accept data revisions for FY2017, FY2016 and FY2015.

If you have additional questions, please email SFAlystTeam@azed.gov.

Payment Updates

FY2018:

- **Additional State-Aid:** The Additional State Aid amounts have been updated to reflect FY2018 amounts received from the Department of Revenue. Amounts were updated beginning with the November 1st payment.
- **SRP Voluntary Contributions:** SRP amounts have been updated to reflect Tax Year 2017 voluntary contribution figures received from SRP. Amounts were updated for the December 1st payment.
- **K-3 Reading:** To receive funding, all districts must now submit a plan for approval (<http://www.azed.gov/mowr/k-3-literacy-plans-assessment-data/>). K-3 reading funding will be released once approval is received from the State Board of Education. LEAs approved through the October 26, 2017 State Board Meeting have been included for the December 1st payment.
- **Teacher Salary Increase:** 1.06% teacher salary increase per Laws 2017 Ch. 305 has been included as an APOR55-1 Base Support Level Adjustment (page 4) for the December 1st payment.

Budget Update

FY 2018 November BUDG25 Reports (Preliminary December 1 APOR55-1)

FY 2018 BUDG25 reports were updated on 11/16/2017. The updated BUDG25 report will assist the district in determining whether a December budget revision is required. A December revision is required if the district is over budgeted by more than 1% of its GBL in M&O or Unrestricted Capital.

The 11/16/2017 updated BUDG25 includes:

- Teacher 1.06% Salary Adjustments
- Student data as of 5pm November 7, 2017
- K-3 Reading for those districts whose K-3 Reading plan was approved by the State Board of Education as of October 26, 2017. **Note:** contact the Move On When Reading program by email at moveonwhenreading@azed.gov or by phone at 602-364-2355, with any questions regarding a district's reading plan or review schedule.
- Preliminary run of December 1 APOR55-1

To download and review a specific district's budget reports, select the district name from the drop-down menu, after clicking [here](#).

Report of Special Election Results

Districts are required to report Special Election results, whether passed or failed, to the Arizona Department of Education, School Finance, within 15 days after the election. Please refer to the School Finance Hot Topic regarding this reporting, click [here](#).

FY 2017 BUDG75 Reports

The FY 2017 BUDG75 is scheduled to be published mid-week of December 4, 2017.

2017 JTED Member Districts Supplanting Worksheet

In accordance with A.R.S. §15-393, as amended by Laws 2017, Ch. 279, §2, JTED member districts must provide the Work Sheet for Determining Appearance of Supplanting with JTED Monies to the JTED's Governing Board and Arizona Department of Education.

The 2017 JTED Supplanting Worksheet should be uploaded through Common Logon by 12/31/2017.

Download the form and instructions from the Auditor General's Office website at the following link:
<https://www.azauditor.gov/sites/default/files/JTED%20Supplanting%20Worksheet%202017.xls>

General Updates

Email Distribution:

If you are not receiving updates via email and you would like to, please email schoolfinance@azed.gov with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email schoolfinance@azed.gov or call 602-542-5695

School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on the web page <http://www.azed.gov/finance/category/hot-topics/>. These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>

Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- 1) **General Updates:** Email schoolfinance@azed.gov
- 2) **AzEDS/SAIS/ADM, SDER, and Transportation:** Email the School Finance Operations team at SFAlystTeam@azed.gov
- 3) **Payment:** Email the School Finance payment team at SFPaymentTeam@azed.gov
- 4) **Budget:** Email the School Finance budget team at SFBudgetTeam@azed.gov

Other Areas within ADE

- **Title I, Maintenance of Effort, Stephanie Washington**
Stephanie.Washington@azed.gov, Education Program Specialist, Tel: (602) 542-7466
- **IDEA, ESS, Maintenance of Effort, ESSFunding@azed.gov**, 602-542-3851
- **ADE Support**, 602-542-7378, option 1 or 1-866-577-9636, option 1
- **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to SchoolFinance@azed.gov and in the subject line type SUGGESTIONS.